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ABSTRACT

Directed toward off-campus faculty of Los Angeles City College, this handbook contains information about policies, procedures, facilities, and services in the following areas: emergency procedures, communication channels, employment conditions, instructional policy, records and reports, student personnel services, and the use of facilities including the audio visual center, the media center, the learning skills center, and the library. (NHM)

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LOS ANGELES CITY COLLEGE OFF CAMPUS

FACULTY PROCEDURE MANUAL

JC 760 Syf

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Theatre	Mr. James McCloskey
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WELCOME TO LOS ANGELES CITY COLLEGE OFF CAMPUS INSTRUCTIONAL PROGRAMS

This handbook has been prepared for your information and guidance. It contains information about policies, procedures, facilities, and services.

The off campus classes are an extension of our regular college program. The same standards are used for course prerequisites and content, for grading and scholarship, and for attendance. They carry the same college credit.

Your department chairman is available for assistance. The normal channel of communication is through the department chairman to the Office of Instruction.

The entire staff offers its services to assist you in solving your instructional problems.

OFFICE OF INSTRUCTION

James L. Heinselman
Dean of Instruction

Dorothy Y. Hata
Assistant Dean of Instruction
Allied Health, Business
and Sciences

Robert E. Wilkinson
Assistant Dean of Instruction
Media and Liberal Arts

Hal C. Stone
Assistant Dean of Instruction
Instructional Resources

Harvey S. Wright
Coordinator of Instruction

Stanley L. Schall
Coordinator Career Education
and Off Campus Instructional Programs

William M. Vega, Coordinator
Outreach and Satellite Centers

Caquese Chaffin
Counselor
Outreach and Satellite Centers

EMERGENCY INFORMATION

Absences	Notify the Office of Instruction as soon as possible. Please call at least 5 hours prior to your class if you need a substitute. Every effort will be made to obtain a substitute from the list provided by District. Call 663-9141, ext. 285 between 8:00 A. M. and 3:00 P. M. Call 663-9141, ext. 206 between 3:00 P. M. and 8:00 P. M. At 7:30 A. M. a direct line is available - dial 664-8296.
Accidents, Illness or Injury	Call the Los Angeles City Fire Department Rescue Ambulance, Phone number 483-6721. Faculty and Staff must report any illness or injury that occurs during working hours to the Office of Instruction.
Bomb Threats	Notify the Los Angeles City Police Department, phone number 625-3311, and the Office of Instruction, phone number 663-9141, ext. 206.
Damage to Plant Facilities	Damage such as water damage, broken windows, etc., should be reported to the department chairman or to Mr. William Vega at 257-8271.
Drugs	Call Los Angeles City Police Department, 625-3311, and the Office of Instruction, 663-9141, ext. 206.
Earthquakes	Get under a desk, table or counter, or stand by a strong support such as an inside wall, support pillar or doorway. Move away from windows, bookshelves, cabinets, glassware and heavy portable equipment. STAY IN THE BUILDING. Do not run outside. If outside, run to an open area away from buildings and swimming pools. Avoid power lines and poles, and mesh or wire fences.
Emotionally Disturbed Students	Call Los Angeles City Fire Department Rescue Ambulance, 483-6721. Isolate student by clearing the room. Do not use force. Notify the Office of Instruction.
Fire	Dial the Operator (0) and report the location and extent of the fire. Know the location of fire alarm boxes and extinguishers in your area.
Police	Los Angeles City Police Department Phone: 625-3311
Thefts and Vandalism	Los Angeles City Police Department Phone: 625-3311
EMERGENCY NUMBERS:	Los Angeles City Police Department: 625-3311 Los Angeles City Fire Department: 384-3131 Los Angeles City Fire Department Rescue Ambulance: 483-6721

1. OFFICE OF INSTRUCTION, AD 208

HOURS: 8 A.M. to 10 P.M. Monday through Thursday
8 A.M. to 4:30 P.M. on Friday
TELEPHONE: 663-9141, extension 206

WEEKEND COLLEGE: 664-8296

2. MAILBOXES

The Mail room is located in the south end of Administration Building on the first floor. Mail is forwarded to Satellite Centers and large off campus centers such as A.I.B. Instructors at other locations will receive their mail at their legal mailing addresses.

3. TIME REPORTS - SALARY

Since your salary payment is dependent upon accurate reporting, please report your weekly attendance on the blue time card which you should receive at the end of each week. If you have any questions about payroll, please call 663-9141, extension 216.

4. FACILITIES

a. Safety

There is NO SMOKING (or EATING) in classrooms. Student safety is the obligation of each instructor. Report potential safety hazards to College Police, 663-9141, extension 311. An instructor using hazardous equipment in a classroom will inform students of the safety precautions to be observed.

b. Office Space

Instructor office space is limited, therefore offices are not usually assigned to instructors. Consult with Mr. William Vega for possible desk and cupboard space. Call 257-8271 for assistance.

c. Telephones

Office telephones may not be used for personal calls.

d. Duplicating Services and Classroom Supplies

Duplicating services may be requisitioned from Secretarial Services through the Office of Instruction (AD 208). For tests, instructors will supply clear legible copies one week in advance of date needed. Final examination copies should be submitted three weeks in advance. For additional information you may call the Secretarial Services Center, 663-9141, extension 245.
For classroom supplies, fill out requisitions in mail room. For other supplies, see Department Chairman or contact Mr. Wm. Vega.

4. FACILITIES (cont'd)

e. Test Scoring Machines

A scoring machine for rapid test grading is available at LACC in AD 220 until 4:30 P.M. and in FH 107 until 10 P.M. Monday through Thursday. Students may purchase the special test sheets at the Student Store.

f. Student Store

The bookstore at LACC is open from 7:30 A.M. to 8:30 P.M. Monday through Thursday, and 7:30 A.M. to 3:15 P.M. on Friday.

5. PUBLICATIONS

Under most circumstances you will receive bulletins through the mail. Read them carefully before you go to class. From time to time these bulletins will request that you make certain announcements to your classes. Your cooperation is essential as this is the primary means of communication with the off campus students.

The schedule of classes is published prior to each semester and summer session. The Los Angeles Collegian, the day campus newspaper, is published on Friday while Nite News, an evening publication, is published on Monday only.

6. BULLETIN BOARD, FACULTY

The faculty bulletin board is located in the mail room in the Administration Building and is divided into several sections: Professional Information, Travel, Faculty Forum and Ads. Many items of interest to off campus instructors appear in all sections.

7. EMPLOYMENT CONDITIONS

a. Pay and Assignment Limitations

Hourly rate instructors are paid on a semester-hourly basis for the complete semester. There are five pay periods of four weeks each in a semester. The regular salary warrant for the first month of the semester should be received on the fifth Friday following the opening of the semester if the instructor has been processed by the District prior to that time. Subsequent warrants will be received every fourth Friday thereafter.

Instructors are limited to a maximum of seven hours a week within the Los Angeles Community College District. Please notify the college if you accept an assignment at another college within the District. Failure to do so will delay your salary warrant.

Substitute pay is seldom received until the second or third warrant after the substitute assignment.

7. EMPLOYMENT CONDITIONS

b. Change of address

Change of address or telephone number should be reported immediately to the Office of Instruction. Occasions may arise when there is immediate need to get in touch with you.

c. Priority and Permanency of Assignment

Teaching assignments are available only to qualified and properly credentialed instructors. If no qualified day faculty member is available, other qualified applicants will be considered. Qualified regular day faculty members have priority for evening assignments.

A class must have an enrollment of 20 students at the end of the registration period in order to continue. If your enrollment is down, your class may be canceled. If the enrollment is down in a day class and that class is canceled, that instructor will have priority in assignment to any scheduled evening class (within their field of competency).

d. Credentials

The responsibility for having a valid California Teaching Credential rests with the instructor; however, the Personnel Division may remind instructors whose credentials are about to expire that renewal is necessary. Prompt attention to renewal will prevent delays in salary payments.

e. Termination

Any instructor whose assignment terminates during the semester is to clear with the Office of Instruction (AD 208) before leaving. At the end of the Fall Semester, instructors who are not returning for the Spring Semester should check with the Office of Instruction as to the proper clearance procedure.

At the end of each semester, all instructors will follow a regular check-out procedure which will be outlined in a bulletin. All accounts with the Student Store, Library, and Business Office are to be cleared by the final week of the semester.

f. Retirement Deductions

Retirement deductions for hourly-rate instructors begin with the first hourly assignment of 24 or more hours per pay period, and continue in succeeding semesters regardless of number of hours assigned These deductions are for the State Teachers Retirement System.

7. EMPLOYMENT CONDITIONS

g. Eligibility for Medical Insurance

Hourly instructors are not eligible for medical or dental insurance.

8. TEXTBOOK AND DESK COPY POLICIES

A. Textbook Policy: All textbooks will be ordered by the Associated Student Store on campus. Textbook requisitions will be submitted to the Student Store by Bill Vega. No textbook will appear on the requisitions without having been approved by the department chairman. The Student Store will only accept textbook changes authorized by the department chairman and/or Bill Vega. Instructors who may want to add supplemental and recommended books must have the approval of the department chairman. A copy of each textbook is available in the Library for library use only by faculty and students.

B. Desk Copy Policy: The Student Store prefers that each individual instructor order his own desk copy direct from the publisher. Desk Copy Request forms to be sent to the publishers are available in the Student Store. If the instructor feels he does not have sufficient time to order and receive a desk copy from the publisher, the Student Store offers the service of allowing the instructor to take his needed textbook from their stock. A charge slip is written by the Student Store and signed by the instructor for the book. A Desk Copy Request form is given the instructor, which must be filled out and sent to each publisher. Upon receipt of the textbook from the publisher, the instructor must return it to the Student Store to clear his charge. (Publishers will not send desk copies directly to the Student Store.)

The Student Store requires that all charges must be cleared (1) either upon the termination of an instructor, (2) at the end of the semester if the instructor is only teaching one semester, or (3) before final check out at the end of the school year. If at the time of one of the above three stipulations, a copy has not been received from the publisher by the instructor, the charge must be paid in cash. Upon receipt of the book by the instructor after the charge has been paid, the Student Store will give a full refund if the textbook is in saleable condition, and if the book is being used, or is going to be used.

The Student Store requires that for every desk copy taken from stock by the instructor a replacement must be returned to the Student Store in the same saleable condition.

INSTRUCTION

1. ORIENTATION

Usually a preschool orientation meeting for new off campus instructors is held before opening of the semester. Representatives from various offices will be available at the first orientation meeting to answer your questions.

2. FIRST CLASS MEETING

Be prepared to conduct a full class session the first evening; classes are not dismissed early. Giving important information from the beginning encourages retention of students. It is suggested that an overview of the course including the following points be given:

a. A careful check on the proper placement of students
b. Announce prerequisites for the course
c. Explain standards used to determine grades
d. Announce attendance regulations
e. Explain time schedule for classes and break times
f. Announce your availability for consultation
g. State specific objectives of course, textbook required, and field trips required

3. CLASS PERIODS

All classes meet at the time scheduled. Classes convene on the hour with a ten-minute break at the end of the fifty minute period. Establish a pattern of beginning your classes promptly; students coming in late often disturb you and others in the class.

Do not deviate from the published time schedule or move a class to a different meeting place without approval of the Office of Instruction.

4. STUDENT ABSENCE NOTIFICATIONS

Student telephone calls to the off campus site to report absence cannot be accepted. Students absent for any reason may report the reason to their instructors upon return, or may write to the instructor at the College campus. Please inform students not to call the College.

5. GRADING

Grading practices of the off campus program are kept as uniform as possible. Instructors will keep sufficient grades and data on students in the permanent roster to justify midterm and final grades for each student. Only the final grade is mailed to the student.

5. GRADING (cont'd)

Students must take the final examination. Students missing the final exam or not completing requirements may be given an Incomplete in lieu of a grade at the end of the course. A final grade will be entered on the student's record if the incomplete work is made within three years of the date of the incomplete grade.

6. CREDIT-NO CREDIT COURSES

In certain courses, determined by department, a student may elect a credit-no credit grade basis. Credit is equivalent to a letter grade of "C" or better. The student is responsible for all assignments and examinations and must meet the standards of the letter-grade students in the course.

7. EXAMINATIONS

Give sufficient number of quizzes and examinations, and test thoroughly each student's grasp of the course content. All students are to take the final examination. Usually a student is not to take the final at any other time than that of the regular examination schedule.

8. AUDITING

Auditing is not permitted. No one may remain in your class unless properly enrolled. Requests to observe a class by individuals will need the approval of the Office of Instruction.

9. LIBRARY CLASS ASSIGNMENTS

Let librarians have advance copies of your reading lists or special assignments. They will set up a reservation procedure for your students.

10. GUEST SPEAKERS IN CLASSROOMS

Guest speakers may be invited to meet your class. Secure approval forms at least a week in advance from the Office of Instruction.

11. FIELD TRIPS AND BUS TRANSPORTATION REQUESTS

Field trips should be planned at least two weeks in advance. Application forms are available from the Office of Instruction. After field trip approval by department chairman and division dean, form must be turned in to Business Office, Administration Bldg. 111, in order to receive bus accommodations. Student liability release forms should be signed and collected. These forms are available from the Office of Instruction, AD 208.

12. TAPE RECORDING IN CLASSROOMS

It is unlawful for a student to use an electronic listening or recording device (tape recorder) in class without the consent of the College Administration. EC 9202

Staff members are cautioned that, according to advice from the County Counsel's Office, no administrator, faculty member, or other employee of the college should direct any student to make a tape recording of any other person or persons without their express permission.

In cases where taping is part of a class assignment, it should be clear that the student doing the taping is acting under his own volition if an individual being taped objects.

13. AUDIO VISUAL CENTER - FH 107 - Hours during regular school sessions:

7:30 A.M. - 10:30 P.M. Monday through Thursday
7:30 A.M. - 5:00 P.M. Friday
9:00 A.M. - 1:00 P.M. Saturday

The primary function of the Audio-Visual Center is to make available to members of the faculty equipment, films and other media, and services which will help them do a more efficient job of teaching. It is located in Franklin Hall 107. Phone: 663-9141, extension 341.

Projectors, tape recorders, record players, closed circuit TV, video-tape recorders, public address systems, television sets, radios, etc., may be available for class use at major sites.

The media collection consists of approximately 3000 items, including films, slides, audio tapes, filmstrips, transparencies, etc. New material is being added to the collection every semester. A catalog listing the material in the Center is available in FH 107; film catalog also on request.

Requests for material should be submitted as far in advance as possible, as some requests may be filled through off-campus sources, and bookings may have to be made as much as six months ahead of scheduled showings. Many outside film sources make materials available to the college - - some are free but others must be rented.

All members of the faculty are invited to visit the Center for information about material and equipment available, and for instruction on its use.

14. MEDIA CENTER - ON THE FIRST FLOOR OF THE LIBRARY

Hours: Monday through Thursday 9:00 A.M. - 9:00 P.M.
and
Friday 9:00 A.M. - 3:00 P.M.

The Media Center serves faculty and students in the selection and production of programmed materials to supplement classroom instruction. Such material is also available to the student at the Center where he can learn and study independently, free of competition, and entirely at his own rate of speed.

Materials are available in a variety of media: programmed textbooks, audio tapes and cassettes, video tapes, filmstrips and film loops; special teaching machines are also available.

Tapes of some of the guest speakers on campus are also available.

Students and faculty are invited to visit the Center for orientation concerning existing materials and service. For faculty members interested in setting up new teaching programs, the staff can assist in evaluating, ordering and producing pertinent materials.

15. LEARNING SKILLS CENTER - FIRST FLOOR OF LIBRARY

Hours: Monday through Thursday 8:00 A.M. - 9:00 P. M.
and
Friday 8:00 A.M. - 5:00 P.M.

The Learning Skills Center at LACC is an individualized instructional laboratory which offers assistance to students in (1) communication skills, including reading comprehension and speed, oral communications, functional writing problems, study skills, spelling and vocabulary development and English as a Second Language; (2) quantitative skills, including quantitative reasoning from basic arithmetic computations through trigonometry; and (3) tutoring in other college level courses from Algebra to Zoology.

16. LIBRARY

Fall and Spring Semesters	Hours:
Monday through Thursday	7:45 A.M. - 10:00 P.M.
Friday	7:45 A.M. - 8:00 P.M.
Saturday	9:00 A.M. - 1:00 P.M.

The library contains more than 130,000 volumes on a wide variety of subjects, and current subscriptions to over 900 magazines and newspapers.

Some titles are now in microform, and facilities for reading them are available in the Periodicals Center.

Book Orders

The order department, with the assistance of the library staff and the active participation of the faculty, maintains the library's book collection, primarily selected to support and enrich the curriculum. Orders may be submitted by members of the faculty at any time during the school year. Order cards and instructions for their completion are available in the library.

Faculty Hold Shelf

Books requested by faculty members are held for a limited time on a special shelf in the catalog department. These books include recently ordered books which have been processed, and older titles for which "searches" have been requested.

Inter-Library Loans

The library can arrange for inter-library loans upon request to the reference librarian. Faculty members who receive this service are expected to pay for any charges connected with the loan.

New Books

New books are on display on shelves surrounding the bookstack exit.

Outside Book Chute

When the library is closed, materials may be returned through the chute at southeast entrance at rear of library.

Periodicals Center

The Periodicals Librarian should be notified in advance of any proposed class assignment which will require intensive use of materials from the Periodicals Center.

Requests for adding new magazine titles to the Center should be received in the Spring when subscriptions are written. Delivery of the magazines will begin the following January.

Reserve Books

Members of the faculty who assign required reading for an entire class should arrange to have the material placed on reserve for limited circulation to assure availability for all of their students.

Student Orientation

A copy of the Library/Media Center Handbook for Students is available at the Reference Desk. A 20-minute tape-slide media presentation on using the library may be checked out of Audio-Visual, 663-9141, extension 341, for use in the classroom. Should you wish your class to see this presentation in a group-study room in the library, contact the Reference Librarian (663-9141, ext. 406). A self-guided tour of the library with multiple-choice questions is also available for individual pupil use.

Textbooks

One copy of each current textbook used in the college is available for student and faculty consultation at the Reserve Book Counter. They can be charged out for 2-hour use in the library. Be sure to notify the Reserve desk of any changes or additions to the list provided by your department.

RECORDS AND REPORTS

State laws, rules, and regulations make it necessary to submit prompt and accurate reports on attendance and grades.

The Office of Admissions and the Office of Instruction are responsible for gathering, collecting and finally reporting the data you submit to the various authorities. Since the procedures for reporting may vary from semester to semester, detailed bulletins, including due dates, will accompany each request for a report. The instructor should visit his mailbox before each class meeting. A list of broadly stated procedures follows:

1. CLASS SIZE REPORTS

These are due after the first meeting during the first week and after the second week of the semester. File a Class Size Report with the Office of Instruction. The minimum class size for the continuation of a course is 20 students in attendance.

2. NEW STUDENTS

You will receive a temporary class roster listing the registered students as of the week prior to the beginning of the semester. You may add additional students to your class. Give the student a permit-to-add card. This card must be filed by the student with the Office of Admission before Thursday of the second week of the semester. After the second week new students may be added to your class only by way of student petitions. Additional permit-to-add cards may be obtained by contacting Mr. Vega at 257-8271.

3. STUDENT ROSTERS

About the fourth or fifth week you will receive an alphabetized "Permanent Class" roster which will be the official roll for the semester. A STUDENT WHO HAS BEEN REGULARLY ATTENDING BUT WHOSE NAME IS ABSENT FROM THE ROSTER MUST BE SENT TO THE ADMISSIONS OFFICE TO CHECK HIS ENROLLMENT STATUS. NO ONE WHOSE NAME IS ABSENT FROM THE ROSTER CAN LEGALLY BE ALLOWED TO ATTEND THE CLASS.

The "Permanent Class" roster should be employed for grade and attendance records. The roster should be kept in the possession of the instructor for a reasonable length of time after the end of the semester.

4. EXCLUSION FOR NONATTENDANCE

Students absent for as many hours as the class meets per week may be excluded for nonattendance.

Students absent for two or more consecutive weeks of classes should be excluded, for it seems unlikely that a person can be absent for more than 15% of the semester class meetings and still be successful in the course.

5. GRADES

A list of students who are eligible for grades will be issued for each class during the last week of the semester. The instructor will record the grade and return the list to the Office of Admissions. A bulletin from the Office describing the procedures will accompany the grade lists.

It is mandatory for all off-campus instructors to return their final grade report to the Office of Admissions in person on or before Friday, the last day of the semester. In addition, all off-campus instructors must be physically present at LACC Office of Instruction to complete the end of semester processing.

See the College Catalog for Grading System, pp A-9 and -10.

1. COUNSELING, AD 108

The Counseling Office is open from 8:00 A.M. to 8:00 P.M. Monday through Thursday and from 8:00 A.M. to 4:00 P.M. on Friday. Students are encouraged to make use of the many services offered by this department. It should be noted that these services are more easily provided during the semester rather than at the beginning when many students are being programmed.

Counseling will also be offered periodically at selected off-campus sites during the semester. Contact Caquese Chaffin at 663-9141, ext. 209 for the schedule.

2. VETERANS' SERVICES, AD 109

Information on Veterans' benefits may be obtained in the Veterans' Office, AD 109.

3. STUDENT EMPLOYMENT OFFICE, MUSIC BUILDING 131

Hours: Monday through Friday 9:00 A.M. - 3:00 P.M.
Monday evenings 5:00 P.M. - 9:00 P.M.

4. FINANCIAL AIDS

Students eligible and desiring financial aid should visit the Financial Aids Office located in Room 126 in the Music Building. This office is open from 9:00 A.M. to 2:00 P.M. Monday through Friday.